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Y Grŵp Addysg a Gwasanaethau Cyhoeddus
Education and Public Services Group

Technical Review Submission Procedures

Guidance for Registered Social Landlords and Local Authorities

1 October 2021

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Introduction

The purpose of this document is to provide guidance to Registered Social Landlords (RSLs) and Local Authorities (LAs) on the revised procedures for the Technical Scrutiny of schemes receiving Social Housing Grant (SHG) from Welsh Government, following the recent publication of Welsh Development Quality Standards 2021: Creating Beautiful Homes and Places (WDQR21).

These revised procedures are issued separate to SHG Guidance and should be regarded as an update to our technical review procedures until the full update of the Social Housing Grant (SHG) Guidance for Registered Social Landlords and Local Authorities (*current version dated September 2019*) is issued later this year.

This new guidance and new submission forms will be applicable for schemes submitted for Technical Scrutiny from 1st October 2021.

Technical Scrutiny Stages

The process comprises three stages – **Concept, Pre Planning and Post Completion Review.**

Concept

All schemes in the PDP are to be submitted for review by Welsh Government early in the design process.

The Concept stage will provide an opportunity to give some background/history of the scheme and in conjunction with the designers, outline the concept and design vision before it has progressed to detail design (RIBA work stage 2/3).

It will include an explanation of how the external spaces are designed, how the new homes relate to their surroundings and how the quality agenda is being addressed by providing a statement confirming how the proposals represent good design in response to the Strengths, Weaknesses, Opportunities and Threats (SWOT) of the site. The design team should pay particular reference to the Welsh Government publication *Site & Context Analysis Guide: Capturing the value of a site*.

<https://gov.wales/sites/default/files/publications/2018-09/site-context-analysis-guide.pdf>

In order to understand better how the cost profile has evolved a record of headline costs (estimated) and a record of any factors that may impact on cost e.g. poor ground conditions, planning requirements etc must be recorded at each stage on the Data Sheets provided. However, it remains the responsibility of the RSL or LA to ensure that all schemes represent VfM. It will also be a chance to discuss any potential Welsh Government design standards issues.

At Concept stage you are required to:

- Submit a completed Technical Review Submission Form (Part 1) - see Appendix 2 (Part 1) and Appendix 3 (Explanatory Guidance).
- Submit the required supporting documentation - see Appendix 4.
- Open and start populating a Review File - see Appendix 5.
- Attend Concept stage meeting if required to do so by Welsh Government.

Following the review Welsh Government will complete the Technical Review Feedback Form (Part 2), providing the following:

- Good practice feedback on the designs and layouts.
- Comfort that in principle the scheme, subject to further development, could meet Welsh Government design quality standards.
- Official confirmation that the scheme can proceed to Pre Planning stage.

Note: RSLs and LAs can apply for Acquisition approval from the Housing Funding Team before, during or after the Concept stage depending on the individual circumstances of the land/property sale.

It is vitally important to understand the value of making submissions at the right time in the design process, particularly that separate Concept stage submissions are made on all projects where possible to do so.

Concept submissions should be submitted as soon as possible and when:

1. The LA have confirmed support in the PDP main, reserve or potential lists (or provided confirmation that they would support in principle for PDP inclusion).
2. You have engaged and briefed your design team. (We require evidence of the written brief).
3. You have commissioned any primary studies that may be required by the Architect to determine any critical sketch scheme (RIBA work stage 2) viability (for example topography, services location, building surveys (if existing)).
4. The Architect has undertaken a site context analysis in accordance with our guidance and
 - a. Produced the required SWOT drawing.
 - b. Determined a vision for the development. (Brief statement in accordance with guidance).
 - c. Advised you on further studies that may be required to determine feasibility (for example the engagement of a specialist heritage consultant should the need be identified through the SWOT analysis).
5. The following design drawings are available for review;
 - a. Site location plan with red line boundary.
 - b. Site plan showing location of homes to an accurate scale and indicating the general principles of meeting Welsh Government design quality standards.
 - c. House types showing compliance with Welsh Government design quality standards.
 - d. Aesthetic proposals based on findings of site context analysis showing the translation of the brief into good quality design, which may be provided by sketches with materials palette or precedent study photography rather than scale drawings.
6. You have determined outline viability appropriate to work stage.
7. You are satisfied with the quality approach of your team, that your brief may be met and that you and your team are in a position to agree the principles of the design with Welsh Government.

The primary purpose of the Concept stage is to engage with Welsh Government sufficiently early to explain the vision for the project and to enable Welsh Government to influence the design approach before it has progressed to detail design for the planning application. You are strongly advised not to allow the detail design to progress to a stage where Welsh Government intervention might cause abortive work.

Technical scrutiny submissions (Concept or Pre Planning submissions) should be sent electronically in Word format (**not** PDF) to:

SHGSchemeDelivery@gov.wales

Pre Planning

All schemes in the PDP are to be submitted for review to Welsh Government at or before the planning authority's Pre-application Consultation (PAC) stage, prior to submission to the LA for planning approval.

At Pre Planning stage you are required to:

- Provide an updated Technical Review Submission Form (Part 1) see Appendix 2 (Part 1) and Appendix 3 (Explanatory Guidance).
- Submit the required supporting documentation - see Appendix 4.
- Continue to update and populate the Review File - see Appendix 5.
- Attend Pre Planning stage meeting if required to do so by Welsh Government.

This will provide an opportunity to explain how the scheme has changed/developed from the Concept stage and how the vision has been translated into a completed design. If applicable any planning issues/constraints following a pre-application consultation with the LA planning authority can be highlighted.

Following the review Welsh Government will complete the Technical Review Feedback Form (Part 2), providing the following:

- Confirmation that the scheme meets Welsh Government design quality standards.
- Confirmation that the scheme can progress to Construction stage. This will remove the risk of potentially expensive amendments/delays/abortive work from changes required to the design if the review was carried out post planning.

Notes:

- Following Pre Planning approval RSLs and LAs can submit a Construction stage application for scheme approval from the Housing Funding team.
- If after Welsh Government has given approval to progress to Construction stage there are significant changes to the design, the Pre Planning stage must be repeated before proceeding.
- Where Package Deals are submitted the normal Technical Scrutiny process will apply. RSLs and LAs will be required to submit at Concept stage and Pre Planning stage and the relevant consultants attend meetings as appropriate. Consultants appointed by Package Deal Developers will be expected to provide supporting information and attend meetings with Welsh Government as necessary.
- Schemes submitted as Existing Dwellings, Empty Properties, Mortgage Rescue or Buy Backs will be subject to a "once only" Appendix 2 (Light) review which must be completed and receive Welsh Government confirmation of acceptance before applying for Acquisition Grant Payment. The "Light" form does not apply

where there is a change of use or change in house type designation such as supported or wheelchair housing.

- Off The Shelf (OTS) schemes must be submitted at Pre Planning stage using a fully completed Appendix 2.

For ease of reference the table below describes the Technical Scrutiny process and highlights the applicable stages for the different scheme types and procurement routes.

Scheme/Procurement Type	Concept	Pre Planning	Post Completion Review
<ul style="list-style-type: none"> • New build/Rehab • Design & Build • Conventional Tender • Package Deal (& any form of Negotiation relating to the above) 	✓	✓	✓
<ul style="list-style-type: none"> • Existing Dwelling/Empty Property • Mortgage Rescue/Buy Backs 	Appendix 2 (Light)		✓
<ul style="list-style-type: none"> • Off the Shelf 	n/a	✓	✓

Post Completion Review

All RSLs and LAs must maintain a scheme Review File for all schemes in readiness for the Post Completion Review by Welsh Government. The Review File is to comprise three sections;

1. Design and Compliance
2. Value for Money
3. Grant Supporting Documentation

Refer to Appendix 5 for details and guidance.

The RSL or LA is advised to commence development of the Review File from the outset of the scheme and to update the Review File as information becomes available throughout the design and construction stages. This will ensure that all information required by Welsh Government is available and easily accessed at Post Completion Review. Welsh Government requirements for the content of the Review File are described in Appendix 5, but the RSL or LA should feel free to include any other information deemed relevant or of interest for record against the scheme.

Welsh Government will hold the Post Completion Review at least one year after completion of the scheme. This will allow time for any defects which may have appeared during the defects rectification period to be attended to and for soft landscaping to have settled and become established. It will also allow time for the residents of the new homes to have experienced life in their new home and to have formed opinions on the design of their home and their external environment.

The RSL or LA must inform Welsh Government when a scheme is completed by submitting Appendix 2 (Part 1) — Technical Review Submission Form (with the Post Completion Submission section updated with relevant information) to:

- SHGSSchemeDelivery@gov.wales

The submission to Welsh Government should be made within twelve weeks of Practical Completion being certified and should include a copy of the as-built general arrangement drawings as saved within the Review File.

A Post Completion Review visit can then be planned for and arranged at the office of the RSL or LA. Welsh Government will provide the RSL or LA with a minimum of eight weeks' written notice of the date for the Post Completion Review visit.

The review visit may be carried out by Welsh Government officials from the Housing Funding team, the Housing Quality Standards team, or both as deemed appropriate by Welsh Government. The Post Completion Review may focus on scrutiny of the whole or parts of the Review File.

A Welsh Government official from the Housing Quality Standards team will also visit the scheme with the RSL or LA to inspect the quality of the completed scheme and to check for compliance with the Welsh Government Pre-planning stage design approval. The RSL or LA will be required to arrange this visit, which will include access into an agreed number of house/flat types and details will be included in the written notification to be issued to the RSL or LA by Welsh Government.

Appendix 2 (Part 1) — Technical Review Submission Form

For completion by the RSL or LA. Applicable to all new schemes (including Off the Shelf). For Existing Dwellings, Empty Properties, Mortgage Rescue and Buy Backs, Appendix 2 (Part 1) (Light) should be used.

Follow the Explanatory Guidance (Appendix 3) and refer to Appendix 4 (for supporting documentation) before completing the submission. Refer to the Social Housing Grant guidance at:

<https://gov.wales/social-housing-grant-guidance-registered-social-landlords-and-local-authorities>

Confirmation	We have read the above procedural guidance	
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Scheme Details

Applicable Stage	Concept	
	Pre Planning	
	Confirm that Concept stage feedback addressed at Pre Planning stage where applicable	
	Post Completion	
Applicant Name		
Scheme Name		
PDP Reference Number		
Scheme Address	<i>Street</i>	
	<i>County</i>	
Postcode		
DOCO Reference	<i>Enter details of Secured by Design Gold application date or reference number</i>	
PDP Status	Main	
	Reserve	
	Potential	
	Other	
Tender Type	<i>Competitive tender or negotiated or package deal (delete as applicable)</i>	
Procurement Route	<i>Package deal, collaborative package deal, design & build, collaborative design & build, conventional procurement (delete as applicable)</i>	
Other Funding Requirements in addition to SHG	<i>State the name of any other funding necessary for scheme delivery: eg., TRI, IHP etc., Clearly explain within comment on cost.</i>	
Anticipated Scheme handover date		

Documents to be submitted at Concept and Pre Planning Stages

Documents Provided	Scale (Minimum)	File name (enter drawing name, drawing number and revision suffix)
Project Design Brief		
Site location plan	1:1250	
Topography	1:500	
Existing site plan	1:500	
Existing building plans	1:100	
Existing building elevations	1:100	
SWOT	1:500	
Proposed site plan	1:500	
Landscape plan	1:500	
Site sections	1:500	
Home layout plans	1:50	
Elevations proposed	1:100	
Building sections	1:100	
Street Scene	1:200	
Photography		
Context analysis		
Visual (eg 3D)		
Other <i>Specify as necessary</i>		

This form has been completed by:

Name/contact details	
Role within RSL or LA	
Date	

Contact Details for Consultants (complete for each stage)

Concept

Name	Organisation	Telephone	email
Design Consultant			
Cost Consultant			
Other Consultants			
Other Consultants			
Other Consultants			
Other Consultants			

Pre Planning

Name	Organisation	Telephone	email
Design Consultant			
Cost Consultant			
Other Consultants			
Other Consultants			
Other Consultants			
Other Consultants			

Scheme Data (complete for each stage)

Concept

Persons	Bedrooms	Type	Need	Tenure	Work Type	No of Homes	GIA	Total GIA
<i>Only use acronyms as shown in guidance Appendix 3</i> <i>Gross Internal (floor) Areas (GIA's) must match architect's design data</i> <i>Please check arithmetic before submission</i>								
					Total		Total	

Pre Planning

Persons	Bedrooms	Type	Need	Tenure	Work Type	No of Homes	GIA	Total GIA
<i>Only use acronyms as shown in guidance Appendix 3</i> <i>Gross Internal (floor) Areas (GIA's) must match architect's design data</i> <i>Please check arithmetic before submission</i>								
					Total		Total	

Cost Data (complete for each stage £)

Please check arithmetic before submission

	Concept £	Pre Planning £
Works Cost		
Acquisition Cost		
Works Cost/m ²		
Abnormals Costs		
Works Cost less abnormals		
Cost/m ² less abnormals		
Indicative SCI (Fixed grant percentage)		
Indicative WCI (SVM)		

List of Abnormals (costed) Please check arithmetic before submission

Concept		Pre Planning	
Item	£	Item	£

Concept Submission

Project Introduction: (Maximum 200 words)

Outline background

Evidence how the design team were briefed

Design concept and context analysis: (Maximum 500 words)

Illustrate how good architecture has been achieved through a correct approach to design using the Design Commission for Wales' Site Context and Analysis Guide.

Highlight any WG quality standards non-compliance.

Site Appraisal: (Maximum 300 words)

Explain how external spaces are designed

Briefly summarise how the six elements of the Placemaking Charter have been accommodated in the design.

WDQR 2021 Compliance:

Briefly explain what measures have been taken to consider the whole life cost analysis for the design, to meet the requirements of section 1.a) of Welsh Development Quality Requirements 2021: Creating Beautiful Homes and Places (WDQR2021).

Briefly describe any proposed MMC by reference to the MMC framework definitions as required by WDQR2021 1.b). If no MMC is proposed provide explanation.

Briefly explain measures adopted in moving to a decarbonised and circular built environment to meet requirements of WDQR2021 1.c).

Briefly explain strategy for achieving the energy and decarbonisation requirements of WDQR2021 1.d), in particular achieving EPC A using the minimum fabric standard and with no fossil fuels.

If an alternative approach has been chosen to demonstrate that the energy demand for each dwelling is reduced, briefly explain proposals as WDQR2021 1.d). Note that independent certification will be required for alternative proposals and that evidence of the EPC rating which would be achieved by following your chosen approach should also be provided.

Briefly explain measures to achieve Gigabit ready Broadband connectivity as WDQR 2021 2.m).

Comment on Procurement: (Maximum 200 words)

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Comment on Cost: (Maximum 200 words)

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Pre Planning Submission (Complete after WG Concept feedback)

Developments and Changes since Concept Stage: (Maximum 300 words)

Planning Issues and Constraints: (Maximum 300 words)

Update on WDQR 2021 Compliance:

Update on Procurement: (Maximum 200 words)

Update on Cost: (Maximum 200 words)

Post Completion Submission

(Complete after Practical Completion has been certified)

Date of Practical Completion:

Confirm the date of Practical Completion as certified by the RSL or LA's Project Manager or Contract Administrator.

Where the scheme has been completed in phases, also confirm dates of completion of sections or partial possessions as appropriate.

Review File:

Confirm that the Review File has been produced and is complete, pending the issue of the Final Certificate, in readiness for Welsh Government Post Completion Review.

As-built Drawings to be included with Post Completion Submission:

Please submit only the following drawings as included within the Review File. Refer to Appendix 5 for details.

Documents Provided	Scale (Minimum)	File name (enter drawing name, drawing number and revision suffix)
Site plan	1:500	
Landscape plan	1:500	
SuDS site plan	1:500	
Home layout plans	1:50	

Contact Details for Construction Stage Consultants:

Name	Organisation	Telephone	email
Design Consultant			
Cost Consultant			
Other Consultants			
Other Consultants			
Other Consultants			
Other Consultants			

Post Completion Scheme Data:

Please provide the following data if different to Pre Planning Stage. Where all data remains as Pre Planning Stage leave schedule blank.

Persons	Bedrooms	Type	Need	Tenure	Work Type	No of Homes	GIA	Total GIA
<i>Only use acronyms as shown in guidance Appendix 3 Gross Internal (floor) Areas (GIA's) must match architect's design data Please check arithmetic before submission</i>								
					Total		Total	

Cost Data (complete for each stage £)

Please check arithmetic before submission

	Construction (Contract Sum) £	Post Completion (Final Account) £
Works Cost		
Works Cost/m ²		
Abnormals Costs		
Works Cost less abnormals		
Cost/m ² less abnormals		
Indicative SCI (Fixed grant percentage)		
Indicative WCI (SVM)		

List of Abnormals (costed)

Please check arithmetic before submission

[illegible]

Appendix 2 (Part 1) (Light) — Technical Review Submission Form

For completion by the RSL or LA. Appendix 2 (Light) Form is applicable to an Existing Dwelling, Empty Properties, Mortgage Rescue, Buy Backs

Follow the Explanatory Guidance (Appendix 3) and refer to Appendix 4 (for supporting documentation) before completing the submission. Refer to the Social Housing Grant guidance at:

<https://gov.wales/social-housing-grant-guidance-registered-social-landlords-and-local-authorities>

Confirmation	We have read the above procedural guidance	
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Scheme Details

Applicant Name		
Scheme Name		
PDP Reference Number		
Scheme Address	<i>Street</i>	
	<i>County</i>	
Postcode		
PDP Status	Main	
	Reserve	
	Potential	
	Other	
Tender Type	<i>Competitive tender or negotiated (delete as applicable).</i>	
Procurement Route	<i>Package deal, collaborative package deal, design & build, collaborative design & build, conventional procurement (delete as applicable).</i>	
Other Funding Requirements in addition to SHG	<i>State the name of any other funding necessary for scheme delivery: eg., TRI, IHP etc., Clearly explain within comment on cost.</i>	
Anticipated Scheme handover date		
EPC energy rating	<i>Schemes must as a minimum meet the energy standard in WHQS but should aim for a higher standard where practical and cost effective to do so. State EPC Energy Rating at acquisition. State proposed EPC Energy Rating as applicable.</i>	

Documents to be submitted

Documents Provided	Scale (Minimum)	File name (enter drawing name, drawing number and revision suffix)
Project Design Brief		
Site location plan	1:1250	
Topography	1:500	
Existing site plan	1:500	
Existing building plans	1:100	
Existing building elevations	1:100	
SWOT	1:500	
Proposed site plan	1:500	
Landscape plan	1:500	
Site sections	1:500	
Home layout plans	1:50	
Elevations proposed	1:100	
Building sections	1:100	
Street Scene	1:200	
Photography		
Context analysis		
Visual (3D)		
Other <i>Specify as necessary</i>		

This form has been completed by:

Name/contact details	
Role within RSL	
Date	

Contact Details for Consultants (where applicable)

Name	Organisation	Telephone	email
Design Consultant			
Cost Consultant			
Other Consultants			

Scheme Data

Persons	Bedrooms	Type	Need	Tenure	Work Type	No of Homes	NFA	Total NFA
					Total		Total	

Cost Data

	£
Works Cost	
Acquisition Cost	
Total Cost/m ²	
Works Cost/m ²	
Indicative SCI (Fixed grant percentage schemes only)	

Project Introduction: (Maximum 200 words)

Outline background and proposals

Evidence how the design team were briefed

Comment on Procurement

Comment on Cost

Planning Issues and Constraints

Appendix 3 — Explanatory Guidance

The following guidance will help you fill out the Appendix 2 (Part 1) – Technical Review Submission form and provide a list of information required at each stage.

Submit sufficient information to illustrate good architecture.

Do not submit unnecessary design iterations, DAS's, or similarly large reports such as ecology, SI, cost reports, duplications, unreferenced photography, superfluous information or information that is not referenced within the submission.

Relevant information should be extracted from reports (eg DAS or similar) and entered into the submission.

Do not embed PDF files within submission forms.

Part 1

Scheme details

Application Boxes	Information Required
Application Stage	Choose as applicable Concept, Pre Planning or Post Completion. For Pre Planning submissions confirm that Concept stage feedback is incorporated. Post Completion details are to be submitted after Practical Completion.
Applicant name	Enter RSL or LA
Scheme name	Insert name as it appears on the PDP
PDP reference number	Insert number as it appears on the PDP
Scheme address	Insert the full street address and County
Postcode	Enter nearest applicable postcode
DOCO Reference	Enter details of Secured by Design Gold application date or reference number
PDP Status	Select the scheme's status within the current PDP: Main programme, reserve scheme, potential scheme or with LA support if not on PDP
Tender Type	Select competitively tendered or negotiated (includes package deal)
Procurement route	Select the applicable procurement route. A definition of each procurement route is provided below:

	<p><u>Package deal</u></p> <p>Where the site/property and the works are provided as a “package” by the developing contractor who also is given the total responsibility for the scheme design and specification.</p>
	<p><u>Collaborative Package Deal</u></p> <p>Where a site/property is offered as a package deal but the RSL/LA partner has control over the design and engages consultants to provide a scheme design up to and including Stage 3 of the RIBA plan of work.</p> <p>The detailed design and specification will be the responsibility of the developer but must have the approval of the RSL/LA housing provider</p>
	<p><u>Design & Build</u></p> <p>Where the total responsibility for the scheme design and specification is given to the tendering contractor and the site/property is acquired separately.</p> <p>The detailed design and specification must have the approval of the RSL/LA housing provider</p>
	<p><u>Collaborative Design & Build</u></p> <p>Where a site/property is acquired and consultants are engaged to provide a scheme design up to and including Stage 3 of the RIBA plan of work, the detailed design and specification being the responsibility of the tendering contractor.</p> <p>The detailed design and specification will be the responsibility of the contractor but must have the approval of the RSL/LA housing provider.</p>
	<p><u>Conventional Procurement</u></p> <p>Where a site/property is acquired and responsibility for the design and specification is primarily that of consultants engaged by the RSL/LA housing provider.</p>
Other funding requirements in addition to SHG	Describe other funding necessary for scheme delivery, eg TRI, IHP, etc. Clearly explain with comment on cost.
Anticipated scheme handover date	Enter best known estimate at time of submission
Documents to be submitted	Complete the schedule. See Appendix 04 for guidance on documents to accompany submission.
Name/contact details	Insert name/details of responsible officer.
Role in RSL/LA	Insert job title.
Date	Insert date submitted.

Contact details — consultants

(Complete/update for each stage)

Consultant	Contact Details
Design Consultant	Add name and contact details (when appointed) (This should identify the Practice Name and the responsible person)
Cost Consultant	Add name and contact details (when known) (This should identify the Practice Name and the responsible person)
Other Consultant (s)	Add name (s) and contact details (when known) (This should identify the Practice Name (s) and the responsible person)

Scheme data

(Complete/update for each stage)

Application Boxes	Information Required
Persons and Bedrooms	Confirm number of persons/bedrooms If your homes are not covered request bespoke ACG from Welsh Government.
Type	Confirm whether home is a; F – Flat H – House B – Bungalow
Need	Confirm the need for the home; GN – General needs OP – Older persons EX – Extra care SH – Supported housing H – Homelessness
Tenure	Confirm the tenure; SR – Social rent IR – Intermediate rent TN – Tenure neutral
Works Type	Confirm the works type; NB – New build CU – Change of use ED -Existing Dwelling OFS – Off the shelf
Number of homes	Confirm per type

Gross Internal (floor) Area (GIA)	Confirm for each home. For flatted developments enter apartment GIA's. Do not include circulation etc., For ExtraCare developments provide an overall GIA (gross internal floor area) summary in addition to apartment GIA's.
GIA totals	Total gross internal floor area (from Scheme Data Form)

Cost data

(Complete/update for all Stages)

Application Boxes	Information Required
Works cost	Insert estimated/actual cost as appropriate
Acquisition cost	Insert (all procurement routes)
Works cost/m ²	Insert cost m ²
Abnormals	Insert costs for acceptable abnormals. See Appendix 12 for details on abnormal costs/factors affecting costs.
Works cost less abnormals	Insert estimated/actual cost as appropriate
Cost/m ² less abnormals	Insert cost m ²
Indicative works cost Scheme Cost Index (SCI)	Provide provisional assessment of SCI (or WCI depending on grant model) upon which the scheme viability is based.

List of Abnormals

(Complete/update for all Stages)

List of Abnormals	Insert costed list at each stage
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Concept stage submission

RSL/LA Project Introduction, Design Concept and Site Appraisal

Application Boxes	Information Required
Project Introduction	<p>Your opportunity to outline the background / history of the scheme, details of the client group and special circumstances.</p> <p>Evidence the scheme specific project design brief as provided to the design consultants at scheme inception.</p>
Design concept and context analysis	<p>In conjunction with your designers give a description of the concept and design vision for the scheme and how the quality agenda is being addressed. The design team should pay particular reference to the Welsh Government publication <i>Site & Context Analysis Guide: Capturing the value of a site</i>.</p> <p>https://gov.wales/sites/default/files/publications/2018-09/site-context-analysis-guide.pdf</p> <p>Clearly explain the vision/concept and how the quality agenda had been addressed with illustrations to demonstrate the design. Provide information on the materials to be used with annotated elevations and materials palette.</p> <p>Explain how any engagement with the community and any tenant feedback from earlier schemes has influenced the design.</p> <p>If there any potential Welsh Government Quality Standards compliance issues provide details.</p>
Site appraisal	<p>Explain how the external spaces are designed (by reference to the above Welsh Government guidance) and how they relate to the homes and the surrounding environment. Put the site in context, and show how the buildings are orientated, potential for passive solar gain, SUDS etc.</p> <p>Make reference to place making as a design objective. Submissions should clearly demonstrate how the design meets the six place making principles of the Design Commission for Wales' "Placemaking Charter".</p>

RSL/LA comments on WDQR 2021 Compliance

Application Boxes	Information Required
Whole life cost analysis	Your opportunity to briefly explain what measures have been taken to consider the whole life cost analysis for the design, to meet the requirements of section 1.a) of Welsh Development Quality Requirements 2021: Creating Beautiful Homes and Places (WDQR2021).
Modern Methods of Construction (MMC)	MMC is a preferred delivery solution. Briefly describe any proposed MMC by reference to the MMC framework definitions as required by WDQR2021 1.b). If no MMC is proposed provide explanation.
A decarbonised and circular built environment	Briefly explain measures adopted in moving to a decarbonised and circular built environment to meet requirements of WDQR2021 1.c).
Energy and decarbonisation	Briefly explain strategy for achieving the energy and decarbonisation requirements of WDQR2021 1.d), in particular achieving EPC A with no fossil fuels. If an alternative approach has been chosen to demonstrate that the energy demand for each dwelling is reduced, briefly explain proposals as WDQR2021 1.d). Note that independent certification will be required for alternative proposals and that evidence of the EPC rating which would be achieved by following your chosen approach should also be provided.
Broadband	Briefly explain proposals for Gigabit ready Broadband connectivity to meet requirements of WDQR 2021 2.m).

RSL/LA comments on procurement

Application Boxes	Information Required
	Add any information related to the procurement route and keep a record of any comments on the Review File.

RSL/LA comments on cost

Application Boxes	Information Required
	Record any factors that may impact on the cost, for example poor ground conditions or planning requirements, and keep a record of any comments on the Review File. Provide estimated works cost Scheme Cost Index (SCI) percentage at date of submission.

Pre Planning stage submission

RSL/LA update on Developments and Changes since Concept Stage

Application Boxes	Information Required
Developments or changes since Concept Stage	Outline how the scheme has developed since the Concept stage, how your vision has been translated into a completed design and any changes you have made.
Planning issues and constraints	If applicable outline any planning issues, constraints on design or planning conditions following the pre application meeting with the Local Authority.

RSL/LA update on WDQR 2021 Compliance

Application Boxes	Information Required
Compliance update	Update any information related to the Sustainability, Modern Methods of Construction, Low Carbon Design, Energy Performance Rating and Broadband and keep a record of any comments on the Review File.

RSL/LA update on procurement

Application Boxes	Information Required
Procurement	Update any information related to the procurement route and keep a record of any comments on the Review File.

RSL/LA update on cost

Application Boxes	Information Required
Cost	<p>Update any factors that may impact on the cost, for example poor ground conditions or planning requirements, and keep a record of any comments on the Review File.</p> <p>Provide updated SCI or WCI as applicable.</p>

Post Completion stage submission

Application Boxes	Information Required
Date of Practical Completion	Confirm the date of Practical Completion as certified by the RSL or LA's Project Manager or Contract Administrator. Where the scheme has been completed in phases, also confirm dates of completion of sections or partial possessions as appropriate.
Review File	Confirm that the Review File has been produced and is complete, pending the issue of the Final Certificate, in readiness for Welsh Government Post Completion Review.
As-built drawings to be submitted	Submit the drawings listed and as included within the Review File. Refer to Appendix 5 for further details.
Contact details for Construction stage consultants	Add name (s) and contact details of Construction stage consultants(This should identify the Practice Name (s) and the responsible person)
Scheme data	Provide data if different to Pre Planning Stage. Where all data remains as Pre Planning Stage leave schedule blank.
Cost data	Confirm Construction (Contract Sum) and Post Completion (Final Account) amounts.
List of abnormalities	Confirm Construction (Contract Sum) and Post Completion (Final Account)

PART 2 — Welsh Government Feedback on Design

Concept

Application Boxes	Information Required
Welsh Government feedback on design and concept	Welsh Government will provide good practice advice and comment on quality issues.
Welsh Government feedback on proposals for sustainability, MMC, low carbon design and EPC rating	Welsh Government will provide comment on RSL/LA proposals for Sustainability, Modern Methods of Construction, Low Carbon Design and Energy Performance Rating.
Welsh Government feedback on Welsh Government Quality Standards compliance.	Welsh Government will comment on Welsh Government Quality Standards compliance issues if relevant.
Welsh Government feedback on Procurement	Welsh Government will provide comment/advice on anything previously referred to within the submission.
Welsh Government feedback on cost.	Welsh Government will provide comment/advice on anything you referred to within the submission.

Pre Planning

Application Boxes	Information Required
Welsh Government feedback on design	Welsh Government will provide good practice advice and comment on quality.
Welsh Government feedback on proposals for sustainability, MMC, low carbon design and EPC rating	Welsh Government will provide comment on RSL/LA proposals for Sustainability, Modern Methods of Construction, Low Carbon Design and Energy Performance Rating.
Welsh Government comment on Welsh Government Quality Standards compliance	Welsh Government will comment on compliance as necessary.
Welsh Government comment on Procurement update	Welsh Government will comment on developments since Concept stage
Welsh Government comment on cost update	Welsh Government will comment on cost as necessary.

Appendix 4 — Documents to Accompany Submission

All documents to be submitted to Welsh Government electronically for retention plus 1 hard copy for scrutiny purposes.

Sketch plans illustrating the concept must be printed to nominated scale at the intended drawing size with scale bar and north point.

Concept

Document	Notes
Outline project history	Within submission form
Statement about design vision	Within submission form
Describe how the scheme addresses the quality agenda	Within submission form
Project design brief	Evidence how design team was briefed at inception
Constraints diagram/statement indicating strengths weaknesses, opportunities and Threats (SWOT analysis)	*Items to consider as appropriate
Site photography, context and materials analysis	
Sketch layouts/3D illustrations as appropriate.	See Appendix 2 (Part 1) "Documents to be submitted at Concept and Pre Planning stages". Show sufficient levels on site plans to demonstrate Lifetime Homes (LTH) compliance.
Structure and building survey reports (Existing buildings only)	Demonstrate building is suitable and economic.
Other	Additional documents to support proposals where necessary
Explanation of proposals for sustainability, Modern Methods of Construction, low carbon design and Energy Performance Rating	Within submission form

*Items to consider within SWOT

- a. Accessibility and inclusivity
- b. Amenities

- c. Conservation
- d. Context
- e. Environment and noise
- f. Flood risk and drainage (SUDS)
- g. Flora and Fauna
- h. Ground conditions
- i. Highways
- j. Land Registry Title, ownership, rights of way and other legals
- k. Orientation and views
- l. Risk assessments and CDM
- m. Secured by Design
- n. Services
- o. Sustainability
- p. Topography

Pre Planning

Document	Scale	Notes
Existing Site/topography	1:500	
Site location plan	1:1250	Show site in relation to surroundings (buildings, roads etc), clearly showing boundary in red line outline
Proposed Site Plan	1:500 Min	Show homes in relation to gardens, parking, open space, steps/ramps bin storage etc. Indicate surface finishes and fencing etc. Show sufficient levels to demonstrate Lifetime Homes (LTH) compliance. Clearly indicate house types.
Proposed site sections		If necessary to show compliance
Landscape plan	1:500	Indicate landscaping proposals (planting schedule and hard landscaping)
Home layout plans	1:50	Demonstrate suitability of home for everyday living - include furniture layouts

Elevations and illustrations developed since Concept stage	1:100	Indicate finishes palette
Sections	1:100	
Other		Additional documents to support proposals where necessary

Appendix 5 — Review File Information

All RSLs and LAs must maintain a scheme Review File for all schemes.

Welsh Government requirements for the content of the Review File are:

1 Design and Compliance

- 1.01 Design changes arising after Welsh Government Pre-planning stage approval
- 1.02 Details of Modern Methods of Construction (MMC) used in the project
- 1.03 Details of any renewable energy systems and energy storage used in the project
- 1.04 Details of heating and hot water systems used in the project, including details of fuels used
- 1.05 Practical Completion Certificate and Final Certificate
- 1.06 Building Regulations Completion Certificate
- 1.07 Energy Performance Certificates
- 1.08 Secured By Design Gold Award Certificate
- 1.09 Gigabit ready broadband connectivity
- 1.10 As-built general arrangement drawings
- 1.11 Details of any changes during construction and impact on design
- 1.12 Evidence of CDM Health and Safety File provided at completion
- 1.13 Specific items requested at Pre-planning Stage Technical Review for inclusion in the Review File
- 1.14 Evidence of tenant and design team feedback which would be of value to future schemes

2 Value for Money

- 2.01 Choice of Procurement route
- 2.02 Tender report
- 2.03 Report on negotiation
- 2.04 Package deal rationale and Welsh Government approval
- 2.05 Cost analysis pro formas (Welsh Government supplied)
- 2.06 Construction costs
- 2.07 List of abnormal/additional cost
- 2.08 Extra over costs of SuDS
- 2.09 Explanation for any design stage cost movement – between estimate to agreed contract sum
- 2.10 Explanation for any cost movement during construction

3 Grant Supporting Documentation

- 3.01 Original valuation report and updates where applicable
- 3.02 Original solicitors certificate of title
- 3.03 Planning Permission
- 3.04 SuDS Approving Body (SAB) Approval
- 3.05 Building Contract details
- 3.06 Photographic Evidence of Site Signage Acknowledging Welsh Government Involvement with the Scheme
- 3.07 Rent Amounts

The following explanatory guidance is provided to assist RSLs and LAs in the development of the Review File throughout the procurement of the scheme.

1 Design and Compliance

Information Required	Guidance
<p>1.01 Report any design changes arising from the Planning application after Welsh Government Pre-planning stage approval and not previously reported to Welsh Government. Include drawings and supporting documents where required.</p>	<p>Where design changes have arisen, please include in the Review File a Schedule of design changes together with reasons for the changes. Include drawings where considered relevant. Also see “Explanation for any design stage cost movement” within the Value for Money section, where costs for design changes are to be identified.</p> <p>Note – significant design changes would have required re-submission for Pre-planning stage approval in accordance with Pre-Planning Notes (second bullet) on page 10 of SHG Guidance.</p>
<p>1.02 Details of Modern Methods of Construction (MMC) used in the project</p>	<p>Within the Review File confirm MMC category (C1, C2, C3, etc) as declared at Pre-planning stage or explain any changes. Provide evidence of the systems used (eg photography, certification).</p>
<p>1.03 Details of any renewable energy systems and energy storage used in the project</p>	<p>Within the Review File confirm renewable energy and storage systems as declared at Pre-planning stage or explain any changes.</p> <p>Provide evidence of systems used (eg photography, certification).</p>
<p>1.04 Details of heating and hot water systems used in the project, including details of fuels used.</p>	<p>Within the Review File confirm low carbon heating systems and technologies as declared at Pre-planning stage or explain changes.</p> <p>Provide evidence of systems used (eg photography, certification).</p>
<p>1.05 Practical Completion Certificate and Final Certificate</p>	<p>A copy of Practical Completion certificate and a copy of Final Certificate should be saved to the Review File. If the Final Certificate is not available at the time of the Post Completion Review please provide explanation within the Review File.</p>

1.06 Building Regulations Completion Certificate	Include a full copy in the Review File.	
1.07 Energy Performance Certificates	A copy of the certificate for each dwelling should be saved to the Review File. Also provide evidence of minimum fabric standards as declared at Pre-planning stage being used to achieve EPC rating. If an alternative approach has been chosen to demonstrate that the energy demand for each dwelling is reduced, a copy of the independent certification for the alternative approach should be saved to the Review File. Additionally include evidence of the EPC rating which would be achieved by following your chosen approach.	
1.08 Secured by Design Gold Award Certificate	Include a full copy in the Review File.	
1.09 Gigabit ready broadband connectivity	Within the Review File include details of the gigabit ready broadband installation provided to all homes.	
1.10 As-built general arrangement drawings	The following drawings are required for Welsh Government Post Completion Review. Whilst the RSL or LA may save additional drawings to the Review File if required, it is recommended that drawings be limited to the following list. All other as-built drawings should be included in the Building Manual and/or the Health & Safety File as supplied by the Principal Contractor and/or the Principal Designer at completion of the scheme.	
	A schedule of drawings listing drawings which have been provided within the Review File should identify the drawing number, drawing title and revision suffix for each drawing.	
	Drawing	Scale
	Site Layout – to include levels and landscaping (more than one drawing may be included if necessary)	1:500
	SuDS general arrangement site plan	1:500
	Home layout plans for each house type	1:50

	Schedule of drawings which have been included in the Review File	N/A
1.11 Details of any changes during construction and impact on design	Where design changes have arisen, please include in the Review File a Schedule of design changes or client variations and reasons for the changes. Include drawings where considered relevant. Also see "Explanation for any cost movement during construction" within the Value for Money section, where costs for design changes are to be identified.	
1.12 Evidence of CDM Health and Safety File provided at completion.	Within the review File provide confirmation that the Client, as CDM duty holder, has possession of an approved H&S File.	
1.13 Specific items requested at Pre-planning Stage Technical Review for inclusion in the Review File	Include details in the Review File as appropriate.	
1.14 Evidence of tenant and design team feedback which would be of value to future schemes	Include details in the Review File as appropriate.	

2 Value for Money

Information Required	Guidance
2.01 Choice of Procurement route	Within the Review File identify the procurement route confirmed to Welsh Government at Pre-planning stage. If necessary explain any change to the procurement route advised at Pre-planning stage.
2.02 Tender report	Include a copy of the full tender report within the Review File.
2.03 Report on negotiation	Include a copy of the full report on negotiation within the Review File.
2.04 Package deal rationale and Welsh Government approval	Include details in the Review File as appropriate, together with a copy of any relevant correspondence.
2.05 Cost analysis pro formas (Welsh Government supplied)	Include a completed copy of the Contract Sum Analysis form as supplied by Welsh Government within the Review File.

2.06 Construction costs	Within the Review File confirm construction costs at each of the following stages: Concept stage Pre-planning stage Construction stage Final construction costs
2.07 List of abnormal/additional cost	Within the Review File confirm construction costs at each of the following stages: Concept stage Pre-planning stage Construction stage Final construction costs
2.08 Extra over costs of SuDS	Within the Review File confirm construction costs at each of the following stages: Concept stage Pre-planning stage Construction stage Final construction costs
2.09 Explanation for any design stage cost movement – between estimate to agreed contract sum	Include details in the Review File as appropriate.
2.10 Explanation for any cost movement during construction	Include details in the Review File as appropriate.

3 Grant Supporting Documentation

Information Required	Guidance
3.01 Original valuation report and updates where applicable	Include a full copy in the Review File.
3.02 Original solicitors certificate of title	Include a full copy in the Review File.
3.03 Planning Permission	Include a full copy in the Review File.
3.04 SuDS Approving Body (SAB) Approval	Include a full copy in the Review File.

3.05 Building Contract details	Include a copy of the Agreement, Recitals, Articles, Contract Particulars and Execution (signature) pages from the form of building contract in the Review File.
3.06 Photographic Evidence of Site Signage Acknowledging Welsh Government Involvement with the Scheme	The Welsh Government logo must have equal prominence to any other partner logo. Link to guidance: https://gov.wales/welsh-government-logo-guidance
3.07 Rent Amounts	Include details of rent amounts and Board approval for the scheme in the Review File.
3.08 Project bank accounts	Include details on PBA operation and prompt payment through the construction supply chain (for all contracts in excess of £2m)
3.09 Social Value and Community Benefits	Include confirmation that information has been submitted to capture community benefits as a result of the project